

AGRICULTURAL MARKETING SERVICE
Office of the Deputy Administrator, Marketing Programs
Cotton Division
Grading Branch
Classing Office
HVI Operator, WG-3501-01

SJ CN23

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent serves as a junior operator on the High Volume Instrumentation (HVI) line.

II. RESPONSIBILITY

The employee performs one or more of the following functions in the Classing Office:

- A. Takes cotton sample from conditioning tray or conveyor belt and scans bar coded sample identification tag, verifying accuracy of scanned bale identification number.
- B. Weighs a portion of the cotton sample to a specified mass and correctly inserts this into a micronaire chamber and activates the instrument to measure micronaire of cotton. Ensures that the measurement is accepted by the instrument.
- C. Places sample over color/trash window and activates the instrument to measure these quality factors, rotating the sample so as to ensure average measurements. Ensures that proper number of readings are made and that instrument accepts the measurements.
- D. Prepares specimens from cotton sample and places on appropriate apparatus of length/strength analyzer. Ensures that the instrument accepts the specimens and the measurements.
- E. Returns sample to tray or conveyor belt for sample to be forwarded to a classer.

III. SKILLS AND KNOWLEDGE

The work involves skills and abilities which require no previous job training or experience. Employee follows simple oral instructions. Worker must be able to follow guidelines and instructions.

Knowledge of HVI work is gained through a training session where the characteristics and techniques used to run the HVI operation are learned.

IV. PHYSICAL EFFORT

The work requires light physical effort such as standing, bending, lifting, and placing light samples (6 oz.) on work area, and cleaning work station.

V. WORKING CONDITIONS

The worker is exposed to drafts, noise, dust, and cotton lint. Incumbent may have to stand for long periods on concrete floors.

VI. JOB CONTROLS

Supervision and Guidance Received:

Technical supervision is provided by Operator Leader. Specific instructions are given; however, operator is expected to perform routine work in the same way each time. Work is periodically reviewed while in progress for conformance with instructions, accuracy, and a satisfactory rate of production. Over-the-shoulder supervision is readily available on technical problems. Administrative supervision is provided by the Shift Supervisor.